



Emergency Management Disaster Fair
September 26, 2009
Vendor Booth Application
Deadline: September 11, 2009

Name of Organization or Group: _____

Contact Person: _____

Org. Address: _____

City: _____ **State:** _____ **Zip:** _____

Home or Cell Phone: _____ **Work or Cell Phone:** _____

E-mail: _____ **Website:** _____

Describe the purpose of your booth. Do you plan to hand out informational materials, engage fair goers with an exhibit or activities? All activities and giveaways must be pre-approved by fair staff. Once approved, booth exhibits/purpose cannot change without further approval. (Questions? Contact Heather Kitchen at 253-876-1921 or email hkitchen@auburnwa.gov)

A single group or organization may reserve no more than two side-by-side booths. A separate application must be submitted for each group. Your organization is responsible for set-up and take down of your area. Electrical power is not available. There is no fee to reserve booth spaces. Please provide a "give away" item for hourly drawings.

Our group/organization requests: ☐ **One Booth** ☐ **Two Booths**

How many tables? _____ How many chairs? _____

Describe any special set-up or space requirements (handicap access; approximate location to similar booth, etc.):

PLEASE INITIAL HERE _____ indicating that you have read the "About the Fair and Vendor Booth" on the reverse side of this application.

The undersigned waives and releases all rights and claims that might be held against the City of Auburn, its duly elected officials and its employees to save and hold harmless the City from all losses, damages or injuries.

Signature: _____ Date: _____

Photocopy for your records and return original form to:

Emergency Management Disaster Fair
c/o City of Auburn Police Department
340 E. Main St., Ste. 201
Auburn WA 98002

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